

### **SAVIAC Pre-Bid Conference Questions/Answers**

**1. Question:** Could you clarify what the core task fee covers?

**Answer:** The core task activities for base and option years are cost-plus-incentive-fee. This fee figure on the bid schedule reflects the percentage that the contractor wishes to propose of the contractor's estimated costs. As stated, there is a statutory maximum of 10% on this fee.

**2. Question:** Is it possible to change the conference fee rates? Other related question: May I vary estimated cost to SAVIAC participants for symposium attendance, contractor booths, etc.?

**Answer:** The conference fee rates structure can be changed with concurrence of Dr. Welch, who is advised by the Technical Advisory Group. These fees would only be raised if the community would support an increase. The rates charged for contractor booths, short courses, etc. held at the conference are up to the Contractor entirely.

**3. Question:** Could you describe what the Government wants each line of the core task proposal to contain?

**Answer:** The Core task line items for the base and option years must be proposed as listed on bid schedule. The Estimated Costs figure represents the total estimated costs the contractor will incur to operate SAVIAC as described in the Statement of Work. The Incentive Fee will be the percentage of those estimated costs proposed by the contractor, not to exceed the statutory limit of 10%. The total estimated amount is the sum of the first two figures. Estimated Revenue is the Contractor's calculation of estimated revenue/income expected to be earned in performance of the core task. The Net Cost (which represents the actual cost to the Government) is the difference between the total estimated amount (including incentive fee), less the estimated revenue.

**4. Question:** Who makes up the Technical Advisory Group (TAG)?

**Answer:** The Technical Advisory Group (TAG) is made up of approximately 20-30 people in the shock and vibration community.

**5. Question:** Could you summarize the relationship between the Contractor and the Technical Advisory Group (TAG)?

**Answer:** The TAG makes recommendations to the SAVIAC Director. The SAVIAC Director provides direction to the

SAVIAC contractor. It is in the best interest of SAVIAC and the SAVIAC Director to seriously consider the TAG's recommendations because they espouse the concerns of the community.

**6. Question:** How are transition costs to be handled?

Other related question: Concerning the award date verses the transition period; is the contractor cost part of the \$25K minimum proposed by the Government? Where do I include this cost?

**Answer:** Line item 0001AA is being added to the bid schedule in this amendment for proposal of transition costs to be provided on a cost-plus-fixed-fee basis. The transition period will not be a part of the base year or four option years of the contract, and will be from date of award through 16 April 2002. Transition activities, as outlined in change to Statement of work in this amendment, must be accomplished by 16 April 2002. Line item 0001 on original solicitation is changed by Amendment 1 to add sub-clins 0001AA for transition activities and 0001AB for base year, which will be 17 April 2002 through 16 April 2003.

**7. Question:** Do we currently have tutorials at the conferences?

**Answer:** Yes, there are currently short courses and related activities held at the conferences. Any tuition involved with these courses would be at a cost to participants above the symposium fee, and amount of the tuition fees would be at the discretion of the contractor. The tuition fees are used by the contractor to defray the costs of running SAVIAC, hence reducing his need for direct government funding, and increasing his profits. Historically, parties that are providing tutorials have been allowed to attend symposium without charge, but that is also at the discretion of the contractor.

**8. Question:** Is there a standard for Shock and Vibration?

**Answer:** Some Army and Navy standards exist for shock and vibration, but there are not set standards for SAVIAC.

**9. Question:** How do requirements for the auxiliary tasks originate?

**Answer:** There are various ways. The Government could identify a requirement, the Contractor could market their services to a potential customer, etc. Government agencies have provided funding for auxiliary tasks. The funding for research comes through ERDC, Dr. Welch's office, with a Statement of Work. The work must fall within the technical area covered by SAVIAC (that is, shock and vibration), and must be approved by the SAVIAC Director. The Statement of

Section J: Attachments

Attachment B

Work is sent to the contractor for a proposal, which is sent back to Dr. Welch. After any negotiations required, a delivery order is issued to the contractor for the research effort.

Private industry might also obtain shock and vibration research services by the contractor running SAVIAC, but this is between the contractor and his private industry client, unless it impacts the running of SAVIAC.

**10. Question:** Does the Vibration Institute have any relationship with SAVIAC?

**Answer:** Yes, they have historically participated in the symposia.

**11. Question:** What is the reason for the drop in auxiliary tasks under current contract since 1997?

**Answer:** Basically, we no longer have the large customer who was using this contract vehicle, which was originally for S&V research (Navy organization in Washington, D.C.). It is important for the contractor to market services and increase communications to support research functions under the new contract.

**12. Question:** What is the timeframe involved with getting auxiliary task delivery orders in place?

**Answer:** The time frame would vary based upon availability of all parties involved. The process can take as little as about two weeks, or it could take longer if the parties involved are not available.

**13. Question:** Does the contractor get involved with marketing to other Government agencies?

**Answer:** Yes, definitely. Again, it is to the contractor's advantage to market research efforts to increase the usage of the auxiliary tasks under this contract.

**14. Question:** Is it true that the maximum fee that can be earned is equal to the Schedule B "Incentive Fee" amount, regardless of how large the actual revenue dollars grow?

**Answer:** The largest incentive fee that can be earned is 10% of the *estimated* costs for running SAVIAC (not actual costs for running SAVIAC).

**15. Question:** At what point after award does the current contractor transfer data, etc. to the awarded contractor?

**Answer:** This transfer process will be part of the transition period. Arrangements for transfer of all data and materials will have to be coordinated with the current contractor and accomplished by 15 April 2002.

**16. Question:** Are the proposed labor categories on the Schedule Page in any way related to the core tasks?

**Answer:** No. The proposed labor categories listed are those identified by the Government likely to be utilized to fulfill auxiliary tasks. Hours are estimated for bidding purposes. The labor rates proposed will be the rates negotiated and used to price the delivery orders for auxiliary tasks issued under the contract. There is no requirement to identify labor categories required by the contractor to accomplish the core task.

**17. Question:** Will the Government consider incentive fee arrangements other than is described in the RFP? For example, a base fee, or allowing a fee higher than 10%.

**Answer:** The Government will consider slight variations to the basic incentive fee concept; however, we are not interested in a major change from the system described. Base fee is not a characteristic of this plan and will not be considered. The statutory maximum fee is 10% and cannot be exceeded.

**18. Question:** If an agency other than ERDC wants to have SAVIAC conduct an auxiliary task, does ERDC require a certain percentage of the funds for their oversight of the task?

**Answer:** Other Government agencies interested in shock and vibration research tasks under this contract will submit both a Scope of Work and funds to ERDC which will be used to issue a delivery order under this contract. The amount of the delivery order will be based upon the estimated costs of completing the statement of work, not the amount of funding provided by the sponsoring agency. Any burden rates that occur between the two Government agencies will not affect the estimated amount of the delivery orders placed.